



DEVELOPMENT SERVICES DEPARTMENT

Building (954-797-1111)

Engineering (954-797-1113)

Planning & Zoning (954-797-1103)

TOWN OF DAVIE 6591 ORANGE DRIVE, DAVIE, FLORIDA 33314-3399 (954) 797-1000

SHUTTER CHECKLIST

Required

- _____ Property Tax Folio Number (On Tax Notice or Receipt)
- _____ Condominium/ Homeowners Association Approval Letter (Letter must state the Association is aware of the intended improvement(s))
- _____ 2 Layouts of window openings/ Please include on permit application the number of openings for shutters and comply with section 6.1 on the product approval.
- _____ Structural Plans with two sets of products approval
- _____ Completed Building Permit Applications
- _____ Notarized Signature on Applications
- _____ Contractors- A Copy of all application licenses (Competency & Occupational) original insurance certificates for Workman's Comp and General Liability
- _____ Disclosure Statement - if submitted as on owner / builder application.
- _____ Plan Check Fee in the amount of \$30.00 at time of submitting application.